



# Drop, Cover, and Hold On Earthquake Drill Manual for Businesses



## Level 1 – Simple: *Drop, Cover, and Hold On* Drill

This drill first explains how to perform *Drop, Cover, and Hold On* – a quake-safe action designed to protect people from falling furniture and objects than can become projectiles during ground shaking – then has them *Drop, Cover, and Hold On* during a simulated earthquake.

### **BEFORE the Drill**

1. If you will participate in the Great Central U.S. ShakeOut, please register your Business as an official participant at [www.shakeout.org/centralus](http://www.shakeout.org/centralus).
2. Let participants know:  
The date and time of your drill.  
How to correctly perform *Drop, Cover, and Hold On*, wherever they are ([www.dropcoverholdon.org](http://www.dropcoverholdon.org)), which includes taking cover beneath a sturdy table or desk, or dropping to the floor near an interior wall and covering your head with your hands and arms. Develop special procedures for unique locations such as warehouses or offices with glass walls. Your expectations for their participation (i.e. *Drop/Cover/Hold On*, gather at a central location for a head count, post-drill discussions).
3. Encourage employees, customers, etc., to invite friends, families, and neighbors to register as individuals or organizations at [www.shakeout.org/centralus](http://www.shakeout.org/centralus) so they can participate and receive information directly on how to be safe during an earthquake.
4. (Optional) Download realistic sound effects and safety information to play for participants during your drill from <http://www.shakeout.org/centralus/resources>. (*Download and test before the drill. Don't try to play them from the web site during the drill.*)

### **DURING the Drill**

1. Via the public address (PA) system, e-mail, cell phone/text message, or verbally (in a real earthquake your signal will be the beginning of shaking itself):  
Announce that the earthquake drill has begun and to *Drop, Cover, and Hold On*.  
(Optional) Play the downloaded sound effects recording (<http://www.shakeout.org/centralus/resources>) on your PA or on a computer in each office.  
Suggest that while down on the floor, employees look around at what could be falling on them in an earthquake. These items should be secured or moved after the drill.
2. If not using the optional downloaded sound effects, after at least one minute announce that the shaking is over and that participants can stand up again. Thank them for participating.
3. Encourage participants to discuss their drill experiences and observations and how they could better prepare.

### **AFTER the Drill**

1. Ask for feedback on how the drill went.
2. Schedule the next drill for one year later (or sooner if employees need to practice or procedures change).
3. Share photos and stories at [www.shakeout.org/centralus](http://www.shakeout.org/centralus). (*A link will be available on this web site for uploading these following the ShakeOut.*)
4. Review “7 Steps to an Earthquake Resilient Business” for additional ideas, available at [www.earthquakecountry.org/roots](http://www.earthquakecountry.org/roots).